

# **SOLIHULL TWINNING ASSOCIATION**

## **CONSTITUTION**

### **1. Name of the Association**

- The name of the Association will be Solihull Twinning Association.

### **2. Aims of the Association**

- To promote and foster friendship and understanding between the people of Solihull and district and those of other areas with which the Association has, or may form, links.
- To encourage visits to and from linked areas.
- To organise fundraising activities to further the aims of the Association.

### **3. Membership**

- Membership will be subject to an annual subscription and will be open to any individual aged 18 or over who supports the aims of the Association.

### **4. Officers and Committee**

- The affairs of the Association will be managed by a Committee consisting of up to twelve members, including four officers - the Chairperson, the Deputy Chairperson, the Treasurer and the Secretary.
- The four officers and a further five Committee members will be elected at the Annual General Meeting (AGM) of the Association. Up to a further three Committee members may be co-opted by the Committee at any point in time.
- All Committee members, including those who are co-opted, will have the right to vote in Committee meetings.
- The quorum for a Committee meeting will be five.
- If necessary, the Committee will have the authority to set up sub-committee groups to address specific issues.
- In addition to the four officers and other Committee members, the Mayor of Solihull will become President on starting his/her term of office.

### **5. Election of Officers, Committee Members and Auditor**

- The four officers, the further five Committee members and the Auditor will be elected at the AGM.
- Nominations for the election of officers and other members of the Committee must be made in writing or emailed to the Secretary prior to the AGM.
- Nominations must be proposed and seconded by fully paid-up members of the Association. Any person nominated must acknowledge in writing or by email his/her willingness to stand.

- The Chairperson may hold office for a period of three successive years, but will then stand down for at least a period of one year before being eligible to hold the office of Chairperson again.
- In the event that no nominations are received for a particular office, the holder of that office immediately prior to the AGM, may, if willing, continue in that office until the following AGM.

## **6. Annual General Meeting**

- The Committee must call an AGM of the Association between January 1st and March 31st of each year.
- The Secretary will inform each member, in writing or by email, of the date, venue and nature of the business to be conducted, giving at least fourteen days notice.
- In order to be quorate, ten paid-up members, including at least two officers, must be present at the AGM.
- Only members present at the AGM will be entitled to vote.
- The Chairperson will have the casting vote if necessary.

## **7. Special General Meeting**

- A Special General Meeting (SGM) of the Association may be called at any time by the Chairperson, or in response to a request in writing or by email, sent to the Secretary, from ten or more members.
- The request must be made at least twenty-one days in advance of the proposed meeting and must contain details of the matters to be discussed.
- Following the request, the Secretary will inform each member, in writing or by email, of the date, venue and nature of the business to be conducted at the SGM, giving at least fourteen days notice.
- In order to be quorate, ten paid-up members, including at least two officers, must be present at the SGM.
- Only members present at the SGM will be entitled to vote.

## **8. Amendment to the Constitution**

- Amendment to the Constitution may only be made at an AGM or at a SGM.
- Details of proposed changes must be given, in writing or by email, to the Secretary at least twenty-one days in advance of the relevant AGM or SGM.
- The Secretary will include details of the proposed changes to the Constitution in the notification of the AGM or SGM sent to members.
- In order for any amendment to the Constitution to be made, at either an AGM or SGM, a minimum of two-thirds of the paid-up membership must be present at the meeting, and a simple majority of those present, must vote in favour of the proposed amendment.

## **9. Money**

- All monies received on behalf of the Association will be kept in safe custody by the Treasurer.
- All cheques issued by the Association must be signed by any two of the following officers - the Chairperson, the Treasurer, the Secretary.

## **10. Accounts**

- Audited accounts to December 31st of each year will be submitted to the AGM by the Treasurer.

## **11. Subscriptions**

- The amount of the annual membership subscription will be reviewed and agreed at the AGM as necessary.
- Subscriptions will be due for payment by January 1st each year.

## **12. Dissolution of the Association**

- In the event of the dissolution of the Association, the Committee will have the absolute authority to choose a charity or charities to which all surplus funds must be transferred.

This Constitution was approved at a Special General Meeting of Solihull Twinning Association held on 27th September 2018.